

**Lafayette County Human Services
Board Meeting Minutes
March 14, 2013**

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Brandee Blaine, Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Leon Wolfe (Richard Roelli was absent)

LCHS staff present: Kristine Brunkow, Shane Schuhmacher

Others present: Duane M. Jorgenson, Corporation Counsel

1. CALL TO ORDER

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Mr. Schuhmacher requested moving agenda item #11 after #14. Motion by Gerald Heimann, second by Sherry Crist to approve the agenda as requested; carried.
- c. Motion by Brandee Blaine, second by Connie Hull to approve the minutes of the February 11, 2013 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Mr. Schuhmacher reported for Janet George there are a couple of unusual payments for LCHS this month. First, Capital Newspapers for \$5,356.29. This was for four weeks advertising for the Clinical Manager position. The same position had advertising in the Republican Journal, Shopping News and Telegraph Herald. The total advertising came to \$6,524.19. There was also a high amount for volunteer transportation this month. Some was attributable to January late invoicing. Lyght House payment is for both January and February. The Family Support payment to Debra Meng was properly coded to 2012, but was paid this month.

The Family Support payment was the last 2012 invoice that LCHS is aware of. Included in the packets is the final, unaudited Income and Expense statement for 2012. Mr. Schuhmacher reported there should not be any more expenses that will affect this total except when Ms. George makes an allowance for bad debt as part of the pre-audit work.

- b. There aren't any 2013 reports available due to the Finance Department being so far behind. Mr. Schuhmacher reported that Ms. George spoke with Joy Galle on March 11 and she stated they are very behind and hope once the new Finance Director is hired that they will be able to catch up fairly quickly.

- c. Aging did not have any unusual payments this month; although there were four repair tickets at Virtue Motors. Two were for bus 579 totalling \$416.91 and two were for bus 580 totalling \$365.14.

Through March 9, 2013, Aging is \$18,230.85 under budget. There should be approximately \$2000 more from GWAAR to finish 2012.

- d. There is a slight change to the voucher schedule with LCCHS staff reimbursement. Melanie Willborn had a mileage amount at \$.15/mile rather than \$.45/mile. Her reimbursement changed from \$5.40 to \$132.70 from the original voucher schedule sent to the Board on March 9, 2013.

4. **APPROVAL OF EXPENDITURES**

- a. Motion by Connie Hull, second by Brandee Blaine, to approve the LCCHS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Brandee Blaine, to approve the Aging Unit vouchers as scheduled; carried.

5. **EPANIC BUTTONS**-Mr. Schuhmacher shared this information with the Human Services Board at the November 2012 meeting. Mr. Schuhmacher requested the ePanic Buttons to the IT Committee on February 14 where it was approved pending the approval of the Human Services Board. The ePanic buttons will be installed on each employee's computer to alert the Sheriff's Dept. in the event of an emergency. The receptionists will each have a foot pedal along with the ePanic buttons.

Motion by Sherry Crist; second by Leon Wolfe to approve a one year plan (\$999) plus the purchase of the ePanic buttons and foot pedals; carried.

6. **NORTHWEST CONNECTIONS TELEPHONE SERVICES FOR DHS 34 CRISIS PROGRAM**-Mr. Schuhmacher indicated the agency has been working with Northwest Connections since April 2012. From April 2012 through December 2012; Northwest Connections received 118 calls; 47% from Law Enforcement; 28% from clients in crisis. The average time of the call was 20 minutes. LCCHS Mobile Staff was dispatched approximately 20% of the time. Mr. Schuhmacher states the program is working very well and he will keep the Board updated from time to time.

7. **REVIEW OF CORPORATION COUNSEL**-Mr. Hammer stated Attorney Steve Elmer, Lafayette County Corporation Counsel, is retiring. Mr. Hammer inquired as to Attorney Duane Jorgenson's role with Human Services and if he would be able to be the County's Corporation Counsel. Mr. Schuhmacher explained to the Board that Mr. Jorgenson's time is partially paid from funding which comes from IV-E funds to improve child welfare to utilize an attorney who has developed a high level of child welfare case expertise leading to consistent legal representation. Mr. Jorgenson attends training to stay up-to-date regarding legal issues in child welfare. He is also able to move child welfare cases through the legal system more efficiently and permanency findings for child welfare are resolved more timely.

Mr. Jorgenson also provides legal representation at Chapter 51 hearing (Mental Commitments) and Adult-At-Risk/Adult Protective Services (Guardianships/Protective Placements).

Mr. Jorgenson was paid \$52,992 for his services in 2012; of which \$26,588.00 was charged to IV Legal (CHIPS) and LCHS was reimbursed \$6,115.24. \$22,720.00 was charged to IV Legal (TPR) and LCHS was reimbursed \$8,633.60 for this service. After reimbursements; the net cost for Mr. Jorgenson's time for 2012 was \$38,243.16.

Motion by Leon Wolfe, second by Sherry Crist for Lafayette County Human Services to retain Attorney Duane M. Jorgenson as their Corporation Counsel; carried.

8. **REVIEW OF POTENTIAL COST OF NETWORK BEING DOWN**-Mr. Schuhmacher reported on the potential cost of the County network being down and the financial impact it could potentially have on the agency. For example:

| | FTE's | Average Hourly Rate | Percentage Computer Usage | Lost Wages for Unit/Day |
|-------------------------------------|-------|---------------------|---------------------------|-------------------------|
| Support & Admin (includes Director) | 6.0 | \$29.05 | 90% | \$1,254.96 |
| ADRC | 3.3 | \$29.51 | 50% | \$389.53 |
| Economic Support | 4.0 | \$25.17 | 100% | \$805.44 |
| Clinic & CSP | 6.0 | \$33.37 | 10% | \$160.18 |
| Family Services | 6.0 | \$28.72 | 60% | \$827.14 |
| Long Term Care | 1.0 | \$35.59 | 30% | \$85.42 |
| Aging | 2.5 | \$26.22 | 10% | \$52.44 |
| Total Daily Lost Wages | | | | <u>\$3,575.10</u> |

Mr. Schumacher provided this information to Becky Taylor and Jason Watters in support of the County hiring another full-time IT person.

9. **VOLUNTEER DRIVER'S MEAL REIMBURSEMENT RATES**-Mr. Schuhmacher stated meal reimbursement rates have traditionally mirrored County Board reimbursement rates (reference "Transportation Policy" 2006). Rates have increased from \$5.00 (breakfast), \$7.00 (lunch), and \$9.00 (dinner) to \$8.00 (breakfast), \$9.00 (lunch), and \$12.00 (dinner) effective January 1, 2013.

Motion by Brandee Blaine; second by Sherry Crist to increase volunteer driver's meal reimbursement to \$8.00 (breakfast); \$9.00 (lunch) and \$12.00 (dinner); carried.

10. **DIRECTOR'S COMMENTS**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of February 4, 2013 to March 3, 2013 for LCHS was 33.01 hours and the total overtime hours was 32.00 hours.
- b. Mental Health Coordinator Positions Update-Beth Briney was hired as the full-time Mental Health Coordinator and started on Monday, March 11, 2013. She will be 75% CSP and 25% Clinic. She has her licensure in Illinois; and will file the necessary paperwork for licensure in Wisconsin.

Lea McIntosh has been contracted for 20 hours per week as a Mental Health Coordinator to work in the clinic with crisis follow-up and linkage; she will start on Monday, March 18, 2103. Lea has all her Wisconsin licensure.

- c. Personnel Handbook-Mr. Schuhmacher indicated an issue has arisen surrounding working through lunch time in order to leave work early. Mr. Schuhmacher will address the issue with the Human Resource Committee for clarification and report back to the Board.
- d. Human Services Day at the Capital will be held in April in Madison. Representatives Dale Schultz and Howard Marklein will be available. If anyone is interested in attending; they should contact Mr. Schuhmacher for details.

11. **PERSONNEL**

- a. Behavioral Health Unit Manager Position
- b. Motion at 7:50 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee by Brandee Blaine, second by Leon Wolfe. Motion carried by unanimous roll call vote.
- c. Motion to return to Open Session at 8:35 p.m. by Brandee Blaine, second by Leon Wolfe. Motion carried by unanimous roll call vote.
- d. Motion and/or Action Regarding Personnel Matter-The Board requested Mr. Schuhmacher delay hiring a Behavioral Health Unit Manager at this time; and to schedule a second round of interviews with each candidate in April.

12. **ADJOURN**

- a. The next meeting was set for **Thursday, April 11, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- e. The meeting was adjourned by Chair David Hammer at 8:40 p.m.

Reviewed by


Shane Schuhmacher, Director


4/11/13
Date

Brandee Blaine



David Hammer

Sherry Crist



Gerald Heimann



Connie Hull

Richard Roelli



Leon Wolfe

Jack Sauer